



JOB DESCRIPTION

Position Title: **Multi-County Extension Agent**

Working Area: **Extension Services**

Class Code: 4509

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work involving multi-county educational programs and assistance to commercial vegetable producer.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepares an annual plan of work and develops an overall educational program in vegetable production and marketing in consultation with the Multi-County Program Advisory Committee. Assists vegetable growers with day-to-day production problems.

Makes recommendations to growers regarding soil, water, fertilizer, and various pest control measures.

Speaks to civic groups and agricultural organizations as requested. Attends field days, training sessions, and professional society meetings. Organizes tours of vegetable farms for prospective growers and visitors and conducts result demonstration field days to share practical research information with commercial producers.

Writes periodic newsletters and notifies vegetable growers of field days and meetings. Assists the Extension Services Manager with County Exhibits for the Central Florida Fair. Assists with 4-H activities in horticultural programs. Coordinates and organizes the Vegetable Growers Advisory Committee.

Advises Extension Services Manager of budget needs and keeps accurate records of expenditures.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of horticulture relative to vegetable production.

Ability to develop, organize, and conduct successful Extension Programs. Ability to communicate effectively both orally and in writing. Ability to establish and maintain a successful working relationship with commercial growers and related agencies, organizations and advisory committees.

Master's Degree in Vegetable Crops, Agronomy, Horticulture, or Plant Science and two (2) years related experience.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.